

# **Communications Liaison- Full Time Position**

## **Town of North Hempstead**

### **JOB SUMMARY:**

This is a full time position in the Town of North Hempstead.

### **THIS POSITION IS BASED IN MANHASSET, NY.**

Great entry-level position for the right candidate. As a Communications Liaison for the Town's Communications Department, the applicant would be responsible for all graphic design of publications and also creating text for such materials. Applicant graphic designs would promote Town events, initiatives and news. Applicant should have working knowledge of Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Microsoft Publisher and should be able to create exciting and original visuals. Applicant should also have strong writing and editing skills. Duties will include creating promotional flyers, journal ads, brochures and posters, as well as writing press releases, journal letters and photo captions.

### **QUALIFICATIONS REQUIRED:**

Experience:

Experience: Applicant must have experience working in publishing, local newspapers or similar environment. Ability to plan, prioritize, and carry out multiple assignments; meet tight deadlines; adhere to fast turnaround times and work cooperatively in a team environment with minimal supervision. Must be willing to represent the Town at events during evenings and weekends. Portfolio work is preferred.

SALARY: \$40,000 Annually

**Applicants should email a letter of interest and resume (in confidence) to Robert Weitzner at:**  
**[careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)**